

**DCC Capital Facilities Grant Application - USL**

Applicant April Harrison

Applicant ID APP-03997

Address: Pleasant Grove Public Library  
30 E Center St  
Pleasant Grove, UT 84062-2234

Application Status: Submitted

**Application Sections**

**Applicant Information**

**Question:** Organization Name

**Response:** Pleasant Grove Public Library

**Question:** Federal ID Number

**Response:** 11868592-002-STC

**Question:** Project Contact's Name & Title

**Response:** April Harrison, Pleasant Grove Library Director  
Carl Sederholm, Chairperson, Pleasant Grove Library Board

**Question:** Address

**Response:** 30 E Center St

**Question: City**

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**Response:** Pleasant Grove

**Question: State**

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**Response:** UT

**Question: ZIP**

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**Response:** 84062-2234

**Question: Phone**

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**Response:** (801) 785-3950

**Question: FAX**

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**Response:** none

**Question: E-Mail**

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**Response:** harrison.ah@gmail.com

**Question:** Project Start Date

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**Response:** 6 months after funding received

**Question:** Project End Date

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**Response:** 18 months after project begins

**Question:** Project Title (less than 10 words)

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**Response:** To Learn, To Dream, To Grow: The Pleasant Grove Library

**Question:** Main Goals (state goals in one or two sentences)

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**Response:** To design and build a library in Pleasant Grove that will:

- 1) better serve our rapidly growing population, and
- 2) accommodate a collection commensurate with the size and diversity of our community.

**Question:** Funding Sources (From complete detailed budget page)

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**Response:** Grant Request

Other Funding Sources (grants, private donations, public donations, existing resources on hand)

**Question:** Grant Request Amount \$

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**Response:** \$10,000,000.00

**Question:** Other Funding Resources Amount \$ (grants, private/public donations, etc.)

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**Response:** \$2,000,000.00

**Question:** TOTAL BUDGET \$

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**Response:** \$12,000,000.00

**Question:** Name of Executive Officer & Title (person responsible for the project and this application)

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**Response:** April Harrison, Pleasant Grove Library Director

**Question:** Date of Application

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**Response:** 28 May 2010

## Project Description

**Question:** Project Description and Expected Results (Each application should state clearly what is proposed, why it is to be undertaken, what the expected results will be, and what the public benefit will be.)

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**Response:** Pleasant Grove has outgrown its library. By any method of measurement, our current building is functioning above capacity. When it was constructed in 1988, it had a shelving capacity of 40,000 volumes. The library collection as of fiscal year 2009 is more than double that number at 98,581 volumes. Space constraints are such that when a new item is added to the collection, another must be stored or discarded. To make room for the collection, seating capacity has been reduced from 60 seats to 22. Library usage is heavy, with 23,277 registered library users and 23,812 annual participants in library-sponsored programs. The library building is also used for many other community events and meetings such as plays, concerts, and traffic school. Parking, shared with the neighboring police station and city offices, is less than adequate. Between books and patrons, we are bursting at the seams.

Pleasant Grove's current population is 33,798 residents (as of July 2008). The library is also available to 20,000 residents in Cedar Hills and Lindon, communities that do not have their own municipal libraries. The National Library square footage recommendation for a city of Pleasant Grove's population is 45,000 square feet. Our current building has approximately 10,000 square feet. With a projected population of 62,000 residents in 2040, it is obvious that we must not only expand, but plan for growth as well.

Lack of space is not the only justification for a new library. The current building was originally designed to serve as a senior citizen's center. It was not designed using library planning standards, nor with the input of library professionals. It lacked basic technological advances, even for the time it was built. It was designed without ADA standards in mind and is currently out of compliance. There is no elevator between the floors, and no restroom access from the main floor. These shortcomings only exacerbate the problems caused by insufficient space.

The Pleasant Grove library staff and board of trustees are seeking the DCC Capital Facilities Grant to fund a 50,000+ square foot library, a landmark building that would be a source of civic pride. At the core of this new building would be a large and inviting children's area to sustain the already established and successful children's programming, and a much-needed young adult section with individual and group study areas. Shelf space would be sufficient to accommodate a large and diverse collection, including multimedia items, special collections, and a Spanish collection to meet the needs of the underserved Hispanic population in our community. The infrastructure of the public computer access area would provide space and flexibility for current and future technologies, allowing the library to help our citizens obtain the skills necessary to succeed in the 21st Century. Seating, work space, storage, meeting space and parking would all be increased to meet current and future demand. The building design would be both aesthetic and functional, providing improved accessibility to the public, and more efficient workspace for the staff. A larger and well-designed library will better educate and enrich the citizens of Pleasant Grove, and will reflect how our community values beauty, quality, culture, and learning.

**Question:** Partnerships (Please list community supporters, funding agents, sponsorships, strategic alliances; applicants may attach up to five Letters of Support.)

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**Response:** The City of Pleasant Grove has recently solicited proposals from design firms for a Facility Needs Assessment relating to the design and construction of a new Pleasant Grove Civic Center. The city is in the process of preparing a plan to construct a village- or campus-style Civic Center in a four-block area of downtown Pleasant Grove. The proposed Civic Center would include facilities for City Hall, the Library, an Arts Center, the Police Department, the Fire Department, a Justice Court, and a City Park. Although still in the early planning stages, this project demonstrates the support of the city administration, the Mayor, and the City Council for a new library building.

Other allies of the Pleasant Grove Library include the Downtown Business Alliance, the Arts Commission, the Historical Society, the Heritage Foundation, the Lions Club, and the Kiwanis Club. These civic organizations would be willing to work with us in building a new library. The non-profit Pleasant Grove Library Foundation is supporting the goal of a new library directly through its ongoing fundraising activities.

The Pleasant Grove library is a member of the North Utah County Library Cooperative, a group of four community libraries that have a reciprocal borrowing system. Through this cooperative, the libraries of American Fork, Lehi, and Eagle Mountain would also support and benefit from any improvements made to the Pleasant Grove Library.

The library counts among its strongest supporters the loyal citizens who use the library and believe that it is vital to our city's well-being.

**Question:** Plan of work (Outline your plan of work, include what steps are planned with specific dates and activities. Include beginning date, completion date, and source of operation and maintenance funding.)

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**Response:** The Pleasant Grove Library Board of Trustees and other civic task forces have been examining the idea of a new library facility for several years. This past preparation has laid the groundwork for quick action once funds are available. The planning being conducted by the city for a new Civic Center is expected to be completed by the end of 2010. Because the proposed Civic Center will need to be constructed in phases, the library will likely be subject to the city's action plan. Ideally, however, ground would be broken for a new library in mid-2011, with an expected completion date no later than December 2012. The operation and maintenance funding for the library would continue to be allocated from the city's annual budget.

## Project Budget

**Question:** Materials and Equipment \$ Amount (from spreadsheet worksheet)

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**Response:** \$215,000.00

**Question:** Capital Improvements \$ Amount (from spreadsheet worksheet)

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**Response:** \$11,785,000.00

**Question:** Supplies \$ Amount (from spreadsheet worksheet)

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**Response:** \$0

**Question:** Personnel \$ Amount (from spreadsheet worksheet)

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**Response:** \$0

**Question:** Other Expenses \$ Amount (from spreadsheet worksheet)

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**Response:** \$0

**Question:** TOTALS \$ (of above items)

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**Response:** \$12,000,000.00

**Question:** GRANT REQUEST AMOUNT \$

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**Response:** \$10,000,000

**Question:** OTHER FUNDING SOURCES \$ Amount (from spreadsheet worksheet)

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**Response:** \$2,000,000

**Question:** TOTAL PROJECT BUDGET \$ (sum of Grant Request and Other Funding Sources)

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**Response:** \$12,000,000

## Attachments

**Question:** Attachment: Budget Spreadsheet

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**Response:**

[Stats & Facts 4.jpg](#) (Fri May 28 21:32:50 GMT 2010)  
[Stats & Facts 3.jpg](#) (Fri May 28 21:32:18 GMT 2010)  
[Stats & Facts 2.jpg](#) (Fri May 28 21:31:42 GMT 2010)  
[Stats & Facts 1.jpg](#) (Fri May 28 21:30:15 GMT 2010)  
[Downtown 2020 Action Plan pg 6.jpg](#) (Fri May 28 21:28:04 GMT 2010)  
[Downtown 2020 Action Plan pg 5.jpg](#) (Fri May 28 21:27:52 GMT 2010)  
[Downtown 2020 Action Plan pg 4.jpg](#) (Fri May 28 21:27:42 GMT 2010)  
[Downtown 2020 Action Plan pg 3.jpg](#) (Fri May 28 21:27:26 GMT 2010)  
[Downtown 2020 Action Plan pg 2.jpg](#) (Fri May 28 21:26:57 GMT 2010)  
[Downtown 2020 Action Plan pg 1.jpg](#) (Fri May 28 21:26:43 GMT 2010)  
[Pleasant Grove Civic Center Request for Proposals 2010.pdf](#) (Fri May 28 21:26:25 GMT 2010)  
[Statement of Financial Solvency.doc](#) (Fri May 28 21:25:40 GMT 2010)  
[Pleasant Grove Library Board of Trustees as of 05-28-10.doc](#) (Fri May 28 21:25:31 GMT 2010)  
[Letter of Support #6.jpg](#) (Fri May 28 21:25:22 GMT 2010)  
[Letter of Support #5.pdf](#) (Fri May 28 21:25:13 GMT 2010)  
[Letter of Support #4.doc](#) (Fri May 28 21:25:04 GMT 2010)  
[Letter of Support #3.doc](#) (Fri May 28 21:24:53 GMT 2010)  
[Letter of Support #2.doc](#) (Fri May 28 21:24:43 GMT 2010)  
[Letter of Support #1.pdf](#) (Fri May 28 21:24:34 GMT 2010)  
[Capital\\_Facilities\\_Grant\\_Budget\\_Worksheet.xls](#) (Fri May 28 17:21:46 GMT 2010)

**Question:** Attachments: (list the attached supporting documents)

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**Response:** Letter of Support #1

Letter of Support #2

Letter of Support #3

Letter of Support #4

Letter of Support #5

Letter of Support #6

Pleasant Grove Library Board of Trustees as of 05/28/10

Statement of Financial Solvency

Pleasant Grove Civic Center Request for Proposals 2010

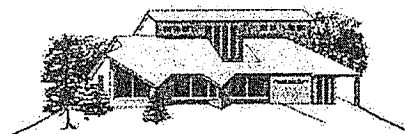
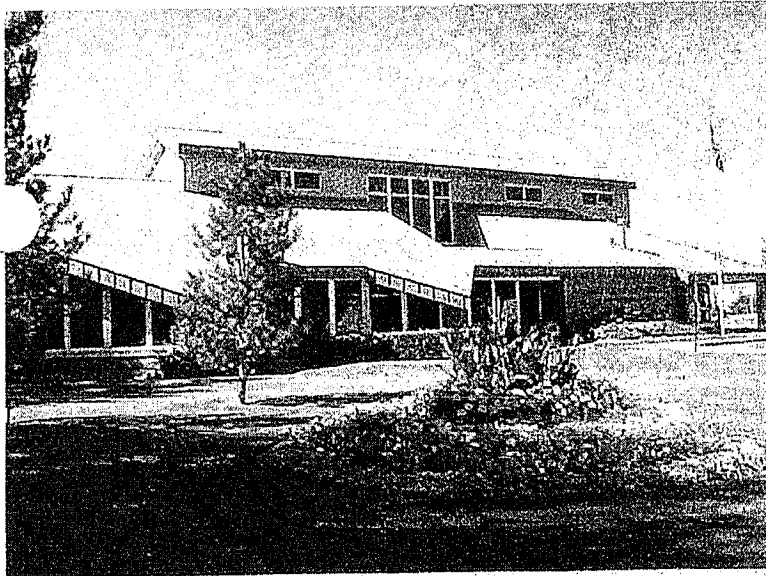
Downtown 2020 Action Plan (6 pages)

Stats & Facts (4 pages)



DCC Capital Facilities Grant Application					
Part 3: Project Budget Breakdown					
Project Expenditure of Cash or the Value of In-Kind Materials		Grant Funds	Cash Match	In-Kind Match	TOTAL
Materials and Equipment (Itemize)					
Additional shelving		40,000	5,000	5,000	50,000
Additional furnishings (tables, chairs, etc.)		25,000	3,000	2,000	30,000
Additional equipment for adequate patron servicing		30,000	10,000	5,000	45,000
Upgraded online program offerings and services		10,000	2,000	1,000	13,000
Literacy Center		12,000	8,000	3,000	23,000
ADA accommodations		25,000	17,000	2,000	44,000
Additional audio, video, and periodical services		8,000	1,000	1,000	10,000
Capital Investments (Itemize)					
New Library Facility		9,000,000	1,000,000	300,000	10,300,000
Facility Exterior (Parking Lot, Drive-Up Book Drop, etc.)		500,000	250,000	90,000	840,000
Exterior Amenities (Seating, Landscaping, Marquee, etc.)		350,000	204,000	91,000	645,000
Supplies					
No additional supplies would be paid for with this grant		0	0	0	0

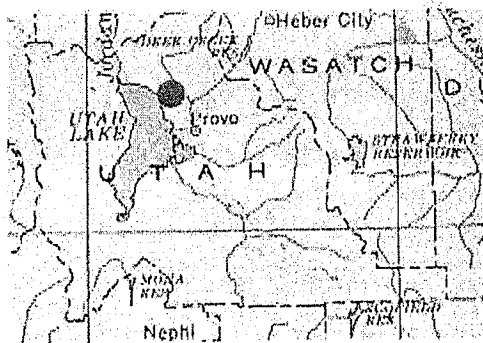
<b>Personnel</b> (labor, volunteer, contracted, professional and technical service)						
No additional personnel would be paid for with this grant	0	0	0	0	0	0
<b>Other expenses</b>						
No other expenses would be paid for with this grant	0	0	0	0	0	0
<b>TOTALS</b>	10,000,000	1,500,000	500,000	12,000,000		



Pleasant Grove Public Library

**LOCATION**

30 East Center  
Pleasant Grove, UT  
84062-2234

**POPULATION  
SERVED**

1999:	20,491
2010:	28,063

**VISITS  
PER CAPITA**

1999:	5.22
2010:	5.65

**CIRCULATION**

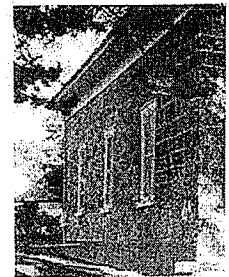
1999:	216,749
2010:	276,140

**VISION / MISSION**

The mission of the Library is to provide accessible materials in an atmosphere which encourages the flow of ideas to and from the community. The library is a popular library, a "door to learning."

**LIBRARY HISTORY**

The current Pleasant Grove Public Library was constructed in 1999, having moved from a historic building which had been in use for at least 20 years.

**PROGRAMS**

The library offers a variety of children's programs, including story time, preschool, and after-school programs. Preschool is held four times a day, four days a week. Night at the Library includes speaker series, book discussions, and author readings. Summer programs are offered for children. Friends of the Library is a volunteer group that raises funds for the library. The Literacy Center is a program to help residents learn to read.

# L GROVE PUBLIC LIBRARY

## FACILITY OVERVIEW

Building Area: 6,095 gsf  
 Site Area: 50,000 sf  
 Ownership: one of several occupants  
 publicly owned building  
 Additional Space Outside  
 of Primary Facility: yes  
 Existing Finished Space Unused: 0  
 Existing Shell Space Unused: 0  
 Stories above Grade: 2  
 Basement: finished  
 used for public and staff functions  
 Typical Floor Height: 8'-0"  
 Structural System: brick  
 Fire Sprinkling: yes  
 Accessibility: partial



## AVAILABLE BUILDING DATA

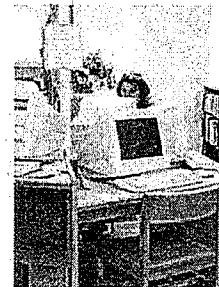
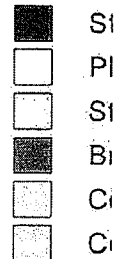
ITEM	AT LIB	CURRENT	PARTIAL	ELSEWHERE
Architectural drawings- construction set				
Structural Drawings				
Mechanical Drawings				
Electrical Drawings				
Site Drawings				
Furnishing Layouts				

## MAJOR BUILD

Exter

Interior Floor

Interior Wa



## CONSTRUCT

Original Build

Archite

Genera



## COLLECTIONS & SHELF CAPACITY

ITEM	CURRENT HOLDINGS	CURRENT % OF SHELF CAPACITY USED	2010 PROJECTED HOLDINGS
Adult fiction		100%	
Adult non-fiction		100%	
Juvenile fiction		80%	
Children's fiction		80%	
Periodicals (current)		80%	
Periodicals (back issues)		80%	
Newspapers (current)		60%	
Newspapers (back issues)		80%	
Reference		100%	
Video		80%	
Media Other		80%	

SEATING	CURRENT	2010 PROJECTED
Study tables	6	11
Lounge seating	12	24
Group study	0	4
PAC stations	6	10
Other public computers	3	8
Children's seats	18	50
Study carrels	6	10

## FACTORS AFFECTING GROWTH

*Library statistics based on 1999 annual report. See Technical Report for discussion of statewide growth assumptions. See Summary Report for additional general factors that may affect growth over the next ten years.*

pose a host of dif  
provided by a ser  
the air conditioni  
landscaping and a  
materials were sto  
sale tables are set  
seems excessive f  
major problem wi  
and has a floor pl  
operation.

## PROJECTED

### ITEM

Existing library

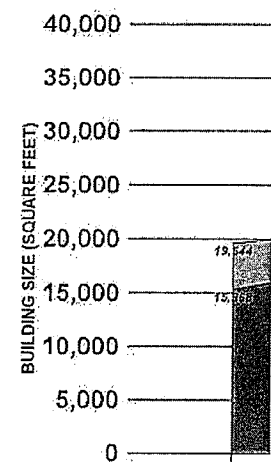
Space for additi

Space to meet p  
(growth factor x

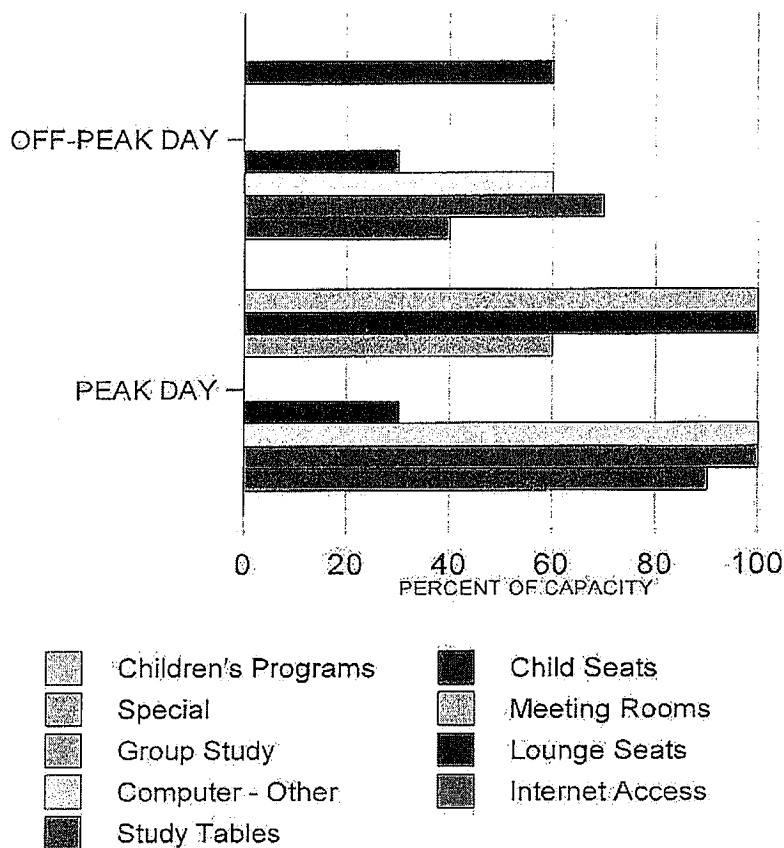
### TOTAL

Library program  
2015, with proje  
population of 4:

## NEEDS v. ST



- BENCHMARKS E
- BENCHMARKS E
- EXISTING AREA
- EXISTING AREA
- EXISTING AREA
- PROGRAMMED I

**BUILDING USE**

*Peaks occur daily Monday through Thursday  
from 10:00 a.m. to 2:00 p.m. and from 4:30 p.m. to 9:30 p.m.*

**FACILITY NEEDS**

**Public Spaces:** The library needs main-floor public restrooms, a lounge area, study rooms, public meeting space, tables and a study area for young adults, a children's program area and story-time area, and a baby-changing area.

**Staff Work Space:** All staff work spaces except the circulation desk and open work areas have a professional work environment that staff rate as less than adequate. The reference desk and storage are substandard. Staff need a repair room for books and materials, a break room/kitchen with personal storage facilities, and a storage closet for pre-school programs and story time.

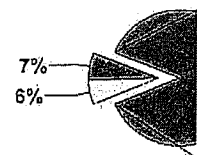
SPACE	QTY	APPROX SF
Meeting /conference rooms (50)	1	1,250

poorly and does survey found the library inadequate percent of partic either remodel tl

Safety & Security library loads and As a result, it is children's progr the downstairs a there is no staff

Programs Limit number of child library does not community mee auditorium caus directly behind view and does n which is shared can be a problem same time.

Recommendati and exterior lig Use an architect Be sure that lib process. Build i in 20-30 years. part of the plan

**SPACE ALLO**



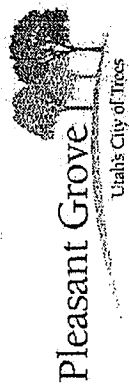
## On Plan Implementation Schedule

Goal Leader	Involved Agencies	1 <sup>st</sup> year	2 to 5 years	5-12 years	Estimated Cost	Funding Source
Council	PGBA, Planning Commission, City Staff	X			n/a	n/a
City Board	Economic Development		X			
Community Development	City Council, Planning Commission	X				
Community Development	City Council, Planning Commission, Advisory Board	X				
Council	Economic Development, City Admin.	X	X	X		
Economic Development	Consultant	X				



Actions		Timing	Agency
small business in downtown	iv. Promote and support destination businesses, such as local theatre, boutique shops, and cultural attractions.	Ongoing	City Council City Admin. Economic Development Director
	v. Amend the Zoning Ordinance to permit desirable uses and prohibit those that have a negative impact.	0-2 years	City Council Planning Commission Community Development
	i. Provide technical support, clerical support, shared meeting space, and discounted rents.	Ongoing	City Admin. Economic Development Director
	ii. Encourage graduating businesses to relocate downtown.	Ongoing	City Admin. Economic Development Director
substantially more currently exists	i. Adopt City Code which permits high density multiple family housing development downtown.	0-2 years	City Council Planning Commission Community Development
community arts and the activities of the downtown	i. Develop a new structure or gathering place in or near the park for outdoor events (concert series plays, etc.)	0-5 years	City Council City Admin. Leisure Services
portion of the tax will be generated in a into downtown.	i. Identify and adopt list of priority projects to be assisted through reinvested tax revenues.	0-2 years	City Council City Admin. Economic Development Director

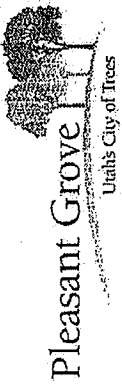




Actions		Timing	Agency
City Urban Forestry tree planting and of beautifying the	ii. Encourage the rehabilitation and adaptive reuse of historic buildings where appropriate.	Ongoing	City Council Community Development
	iii. Continue the identification, marking, and restoration of historic landmarks.	Ongoing	Historical Preservation Commission
	iv. Continue to support the Historical Preservation Commission.	Ongoing	City Council Community Development
	i. Define, identify, and beautify the major entrances to the community including the placement of new, eye-appealing signs designating these entrances.	0-5 years	Planning Commission Community Development Leisure Services
	ii. Identify and plan selected major streets of the city to become boulevards having curbs, planting strips, trees and sidewalks on both sides of these streets.	0-5 years	Planning Commission Community Development Leisure Services

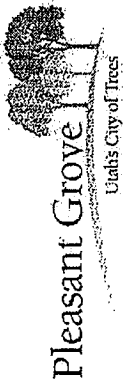
4:

Actions		Timing	Agency
entity whose sole revitalization of Pleasant Grove	i. Join the State Main Street program to benefit from its technical support and resources.	0-2 years	City Admin. Economic Development Director



3:

Actions		Timing	Agency
id adopt Downtown nes for new development.	i. Recognize and interpret the original military fort that served as the very beginning of downtown Pleasant Grove.	0-2 years	Planning Commission Community Development
	ii. Strengthen and clarify existing design standards for new development in the downtown area.	0-2 years	Planning Commission Community Development
	i. Build a new civic center combining city hall, library and an arts center to better accommodate current and future needs.	0-2 years	Economic Development Community Development
e needs and f downtown ilities.	ii. Promote and maximize the use of the Pioneer Museum and Pioneer Park structures.	0-5 years	Community Development Neighborhood Committee
	iii. Retain and enhance the existing Community Center.	Ongoing	Leisure Services
	i. Adopt standards which increase the efficiency of on-street parking.	0-2 years	City Council Planning Commission Community Development
plan for efficient cing.	ii. Increase the capacity and user-friendliness of off-street parking.	0-5 years	City Council Planning Commission Community Development

[illegible]

[illegible]

**REQUEST FOR PROPOSALS  
FOR THE PLEASANT GROVE CIVIC CENTER  
FACILITY NEEDS ASSESSMENT AND CONCEPTUAL DESIGN**

**Responses Due: March 17, 2010 at 12:00 noon**

1. Invitation
2. Responses
3. Project Definition
  - a. Facilities and Functions
  - b. Project Area
  - c. Project Elements
  - d. Phasing
  - e. Cost Estimates
  - f. Funding Sources
4. Scope of Services
5. Criteria for Selection
6. Submittal Requirements
  - a. Submittal Documents - Format
  - b. Submittal Content
7. Additional Information
8. Civic Center Study Area Map
9. *Turn of the 19<sup>th</sup> Century* Design Examples
10. Potential Street Re-Alignment Locations Map

**SECTION 1: INVITATION**

The City of Pleasant Grove, Utah, is soliciting proposals from qualified firms or teams of firms interested in preparing a Facility Needs Assessment and Conceptual Design relating to the design and construction of a new Pleasant Grove Civic Center. Firms with relevant design experience and qualifications are encouraged to apply.

Following analysis of the proposals, a "short list" of at least three (3) firms will be invited to give a presentation of their proposal, including a full explanation of the organization, specific roles of the design team participants, a response to the terms of a proposed Agreement, and proposed pricing. It is anticipated that the City will begin separate RFP processes to procure architectural services for the final design and construction of the Pleasant Grove Civic Center facilities.

**SECTION 2: RESPONSES**

The response to this Request for Proposals shall be submitted in such form and quantity and at the location as is provided in Section 6 of this Request. The response must be submitted no later than March 17, 2010 by 12 noon.

### SECTION 3: PROJECT DEFINITION

#### A. Facilities and Functions.

The City intends to prepare a plan to construct a new Civic Center in a village-style setting to include the following facilities and/or functions within a facility:

1. City Hall: Administrative Offices and City Council Chambers
2. Police Department
3. Fire Department
4. Justice Court
5. Library
6. Arts Center, including spaces for performances, arts and crafts, music, dance, and art gallery.
7. Public use multi-purpose indoor spaces
8. Outdoor public gathering spaces
9. City Park, including pavilion(s), playground, restrooms, water feature and outdoor amphitheater. Minimum of 2 acres, plan may or may not utilize existing downtown park area.
10. Parking structure and/or underground parking
11. Creative inclusion of potential leasable commercial spaces

#### B. Project Area.

The project area is within a 4 city block area of Downtown Pleasant Grove, comprising approximately 17.7 acres. The City currently owns approximately 8.4 acres within the area. See the attached Pleasant Grove Civic Center Study Area map for project area boundaries. The four blocks within the area are as follows:

- Block 1: Between 100 North and Center Street, and between two parcels on the west side of Main Street and 100 East. Approximately 4.7 acres, 4.5 acres privately owned, .2 acres City owned.
- Block 2: Between Center Street and 100 South, and between Main Street and 100 East. Approximately 4.8 acres, 1.6 acres privately owned, 3.2 acres City owned.
- Block 3: Between 100 South and 200 South (including 100 South street), and between Main Street and 100 East. Approximately 4.2 acres, all City owned.
- Block 4: Between Center Street and 100 South, and between 100 East and 200 East. Approximately 4 acres, 3.2 acres privately owned, .8 acres City owned.

#### C. Project Elements.

1. The two main elements required for this project are:
  - a. Assessment and recommendations for facility needs, spaces and locations. Size, needs and uses of spaces and will need to be determined to meet the needs of the community with a projected build-out of 60,000 residents. Recommendations are sought for the best arrangement and/or combination of facilities; a cohesive village or campus-style development is the preferred layout design.



- b. Demonstration of the architectural design of all Civic Center facilities, following a *Turn of the 19<sup>th</sup> Century* design style (see attached design examples). Size and scale of buildings and surrounding spaces should blend with the character of an historic village. Recommendations and renderings are sought for proposed design of each facility, as well as the overall Civic Center area.
2. The following are important project design considerations:
- a. How the project will interface with and/or utilize Main Street.
  - b. All existing City buildings may be removed or replaced.
  - c. Maximum height for all buildings is 55 feet, or 4 stories, with exception for special architectural features. Planning for the height of buildings should give consideration to adjacent uses, as well as the need for sufficient open and public gathering spaces.
  - d. What land acquisitions by the City would be required to construct the project.
  - e. Streets that may possibly be closed to accommodate the project design include: 1) 100 South, between Main Street and 100 East, and 2) Main Street, between 100 North and Center Street.
  - f. Impacts on design of potential re-alignment / widening of 100 East Street to meet with Main Street (see map of potential locations).
  - g. All internal features, external features, landscaping and parking are to be presented on a conceptual level.
  - h. After selection, all project design processes and approvals will need to occur with the involvement of the Downtown Advisory Board, City staff, the Planning Commission, and the City Council.
  - i. Project design should be compatible with objectives of the Pleasant Grove Downtown 2020 Action Plan.

#### **D. Phasing.**

Pleasant Grove City recognizes that the entire Civic Center project will need to be constructed in phases. Recommendations for an action plan with appropriate phasing of development are requested.

#### **E. Cost Estimates.**

Estimated total development costs for each facility, as well as for the entire Civic Center project, are requested.

#### **F. Funding Sources.**

Proposed funding sources for the development of the Pleasant Grove Civic Center include EDI grants, possible bond elections and private fund raising.

### **SECTION 4: SCOPE OF SERVICES:**

The initial scope of services, together with the fee, will be included in the final executed Agreement.

**SECTION 5: CRITERIA FOR SELECTION**

The purpose of this process is to identify qualified firms (or teams of firms) with the best and most efficient proposals to accomplish the City's objectives. Once identified, these firms will then be invited to a personal interview. Qualifications will be reviewed and evaluated by an interview committee. The following criteria, among others, will be used in the evaluation of qualifications.

1. Design philosophy and approach to design in general.
2. Prior design services experience with projects of similar scale and complexity.
3. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
4. Apparent understanding of the functional and operational aspects of municipal facilities and services.
5. Professional qualifications of individuals assigned to the Project.
6. Commitment to and past performance in programs and execution thereof.

**SECTION 6: SUBMITTAL REQUIREMENTS****A. Submittal Documents - Format.**

In total, six (6) copies of the submittal, including attachments, are required. Five (5) of the copies shall be bound. One (1) copy should be clipped together to facilitate document reproduction.

Pages shall be no larger than letter-size (8½" x 11") or, if folded to that dimension, twice letter size (11" x 17"). It is acceptable to produce the submittal on both sides of the paper in the six bound documents. Do not print front and back on the clipped copy as this makes reproduction unnecessarily difficult. Complete all sections. Attachment pages shall be no larger than letter-size (8½" x 11") or, if folded to that dimension, twice letter size (11" x 17").

The sealed container in which the submittals are delivered must be clearly labeled on the outside with the respondent's name and the project identification, "PLEASANT GROVE CIVIC CENTER SUBMITTAL". Submittals shall be delivered to the following addressee: Pleasant Grove City Community Development, 86 East 100 South, Pleasant Grove, UT 84062.

Late submittals will not be accepted.

**B. Submittal Content.**

Each Submittal shall be organized in the following order:

1. Outside cover and first page shall contain:
  - a. the title, "Proposal for Services Relating to the Pleasant Grove Civic Center",
  - b. the name of the respondent, and
  - c. the submittal date.
2. Table of Contents.





3. Transmittal Letter: Include a short (one page) transmittal that:
  - a. Summarizes why the respondent believes itself to be the most qualified;
  - b. Contains the statement that to the best of the respondent's abilities, all information contained in the RFP submittal is complete and accurate;
  - c. Contains a statement granting the City and its representatives authorization to contact any previous client of the respondent (or a respondent's team member) for purposes of ascertaining an independent evaluation of the respondent's or a respondent's team member's performance;
  - d. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the respondent (not consultants).
  
4. Section I - Description of the Respondent. Include a complete narrative description of the Respondent's firm (or firms if the respondent is comprised of a team of firms). Information should include:
  - a. The respondent's areas of architectural specialization;
  - b. The respondent's ability to provide other non-architectural services (i.e., interior design, engineering capabilities);
  - c. Total number of professionals organized by seniority
  - d. Internal resources (i.e., accounting, legal and support staff);
  - e. Firm history, honors and awards;
  - f. Location of home and branch offices;
  - g. Names of the principal officers of the firm;
  - h. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.;
  - i. Identification of the major consultants if known.
  - j. Organization Chart - Include a simple organizational chart showing how the respondent, if selected as the architect, would organize its personnel for the project.
  
5. Section II - Narrative
  - a. Provide a brief statement describing your design philosophy.
  - b. Provide a brief statement describing what you perceive to be the major challenges and opportunities of designing this project.
  - c. Briefly provide a summary of your experience in general with government offices, public contracts and code requirements.
  
6. Section III - Relevant Experience of the Respondent  
Summary of at least Two (2) relevant projects where the respondent's firm was the Architect. Prepare a Project Summary organized in the following manner:
  - a. Name of project.
  - b. Project location.
  - c. Date of opening.
  - d. Total project cost.

- e. Design awards.
- f. Project description.
- g. Services your team provided.
- h. Team members involved in the project and their role.
- i. Statement whether project was completed on time and on budget.
- j. Illustrative renderings or photographs of the completed project.

7. Section IV - Methodology for Needs Assessment

Detailed description of the methods and processes to perform a complete needs assessment for the various Pleasant Grove Civic Center facilities and spaces.

8. Section V - Conceptual Design - *Turn of the 19<sup>th</sup> Century* Design Theme

Summary of relevant design experience utilizing a design theme similar to a *Turn of the 19<sup>th</sup> Century* architectural design (see attached design examples). Provide illustrative renderings.

9. Section VI - Cost Estimates

Estimates of the total costs to provide a Facility Needs Assessment and Conceptual Design for the Pleasant Grove Civic Center, as described herein.

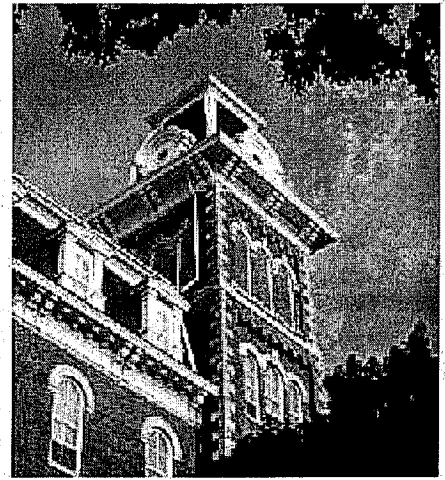
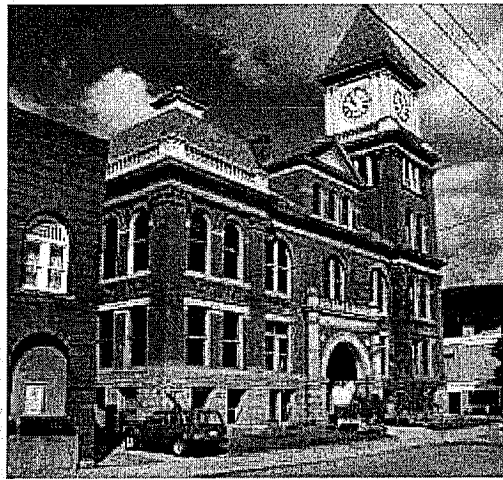
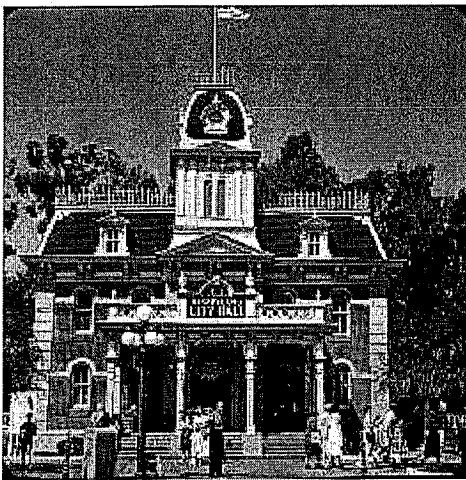
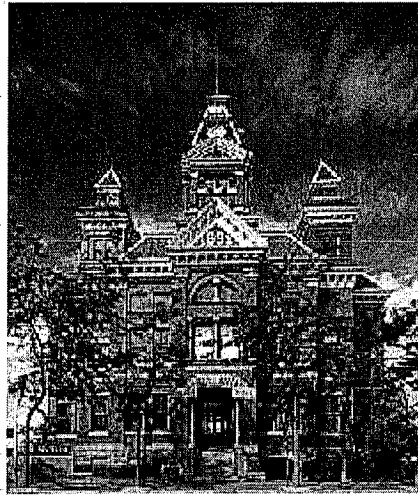
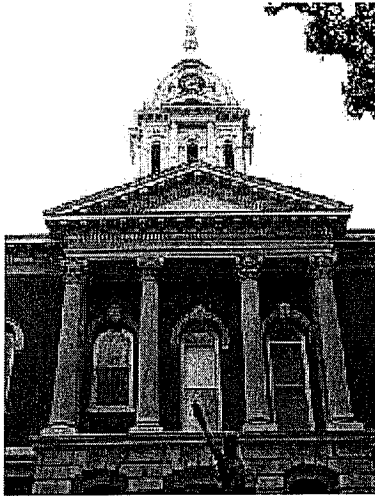
**SECTION 7. ADDITIONAL INFORMATION**

The City reserves the sole right to (1) evaluate the proposals submitted, (2) waive any irregularities therein, and (3) reject any or all proposals, should it be deemed in the City's best interest to do so.

A pre-submittal information meeting will be held Tuesday, March 9<sup>th</sup> at 11:00 am in the Pleasant Grove City Council Room at 70 South 100 East, Pleasant Grove, Utah. For additional information, please contact Ken Young, Community Development Director at (801)785-6057, or at [kyoung@pgcity.org](mailto:kyoung@pgcity.org).



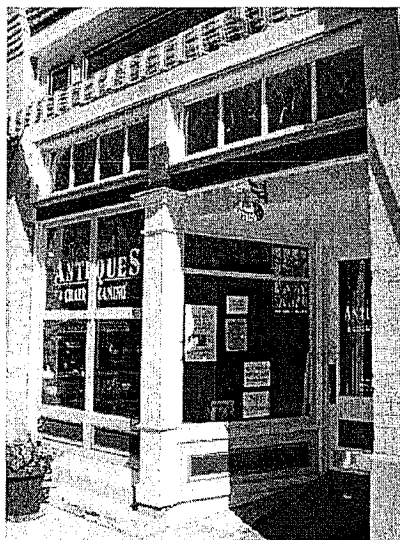
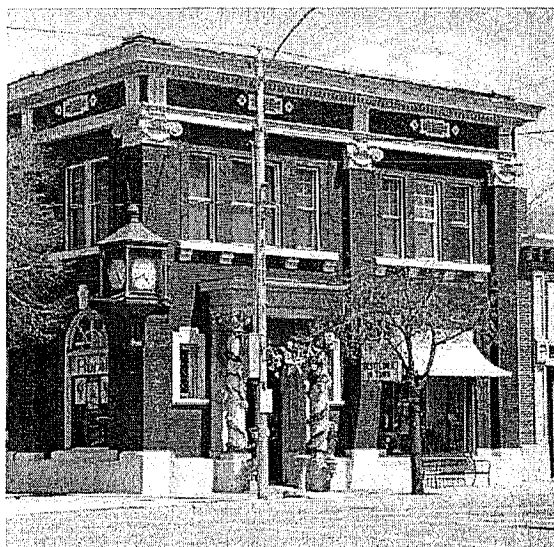
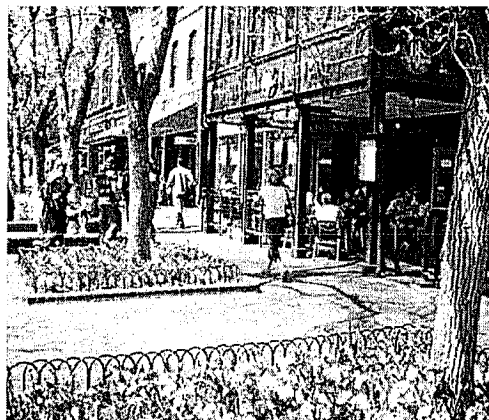
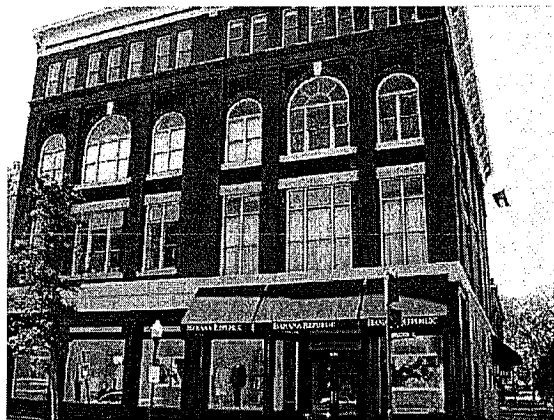
PLEASANT GROVE CIVIC CENTER  
"TURN OF THE 19<sup>TH</sup> CENTURY" DESIGN EXAMPLES: Civic Buildings

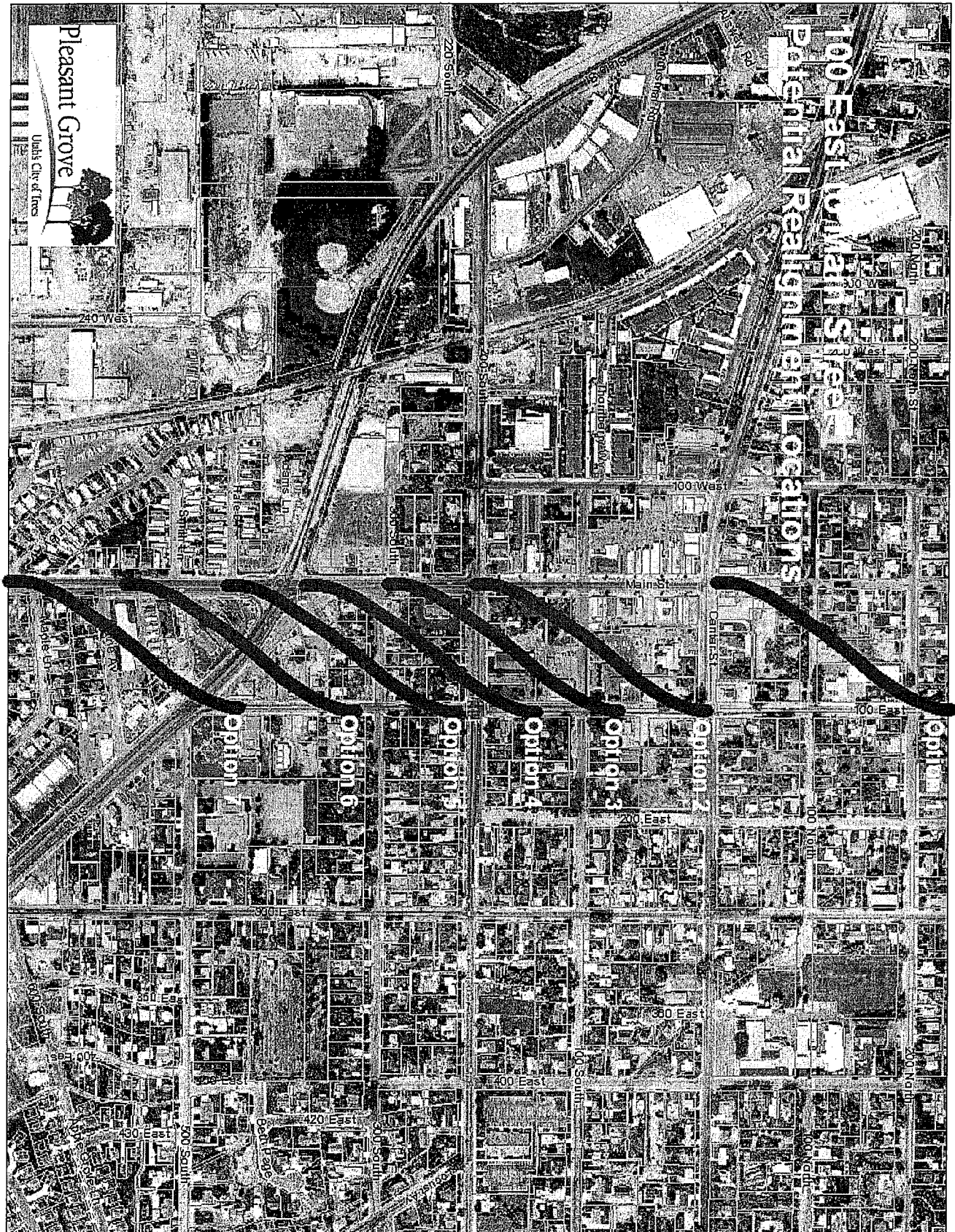






PLEASANT GROVE CIVIC CENTER  
"TURN OF THE 19<sup>TH</sup> CENTURY" DESIGN EXAMPLES: Mixed Use Buildings





May 17, 2010

To Whom It May Concern:

The solvency of an organization, such as the Pleasant Grove Public Library, is reflected in its ability to satisfy its financial responsibilities, debts, and other obligations in an orderly fashion through the regular course of business. It has been my experience through my personal involvement with the Board of Trustees of the Pleasant Grove Public Library, that it is solvent as described above.

This fact is supported as the liquidity of the library has steadily grown over the last few years as evidenced by the unappropriated cash balances available for the use of the library in its natural course of business as described above. The amount held by the library in its unappropriated cash fund as of each of the previous fiscal year end periods has grown as follows:

June 30, 2004	\$19,745.77
June 30, 2005	\$42,935.74
June 30, 2006	\$51,102.00
June 30, 2007	\$47,578.51
June 30, 2008	\$54,890.77
June 30, 2009	\$61,540.82

As you can see, the library maintains adequate liquidity while meeting all of its financial responsibilities.

Sincerely,

Dustin Phillips  
Finance Committee Chair  
Pleasant Grove Public Library, Board of Trustees

# Pleasant Grove Library Board List

(as of 05/28/10)

Board Member	Committee	Address	Telephone Number	Email	Term
Deon Giles	Leisure Services Director	70 S. 100E.	801-785-6172 801-785-2170 801-404-1088 hm. 801-785-0684	<a href="mailto:dgiles@plgrove.org">dgiles@plgrove.org</a>	
Roselle Harney	Policy Making and Governance	841 N 700 W	801-796-0613	<a href="mailto:sound586@msn.com">sound586@msn.com</a>	First full term 6/10
April Harrison	Library Director	911 W. 2200 N.	801-785-8208	<a href="mailto:aharmer@pgcity.org">aharmer@pgcity.org</a>	
Jeremy Hurren	Technology	256 E 1550 N	801-385-3714	<a href="mailto:lordjeb@lordjeb.com">lordjeb@lordjeb.com</a>	First full term 6/11
Landon Lindstrom	Public Relations	1667 N 270 W	801-785-0615	<a href="mailto:Landon_L@msn.com">Landon_L@msn.com</a>	First full term 6/11
Jeri Misdom	Education	1704 W 1060 N	801-796-0620	<a href="mailto:jerimisdom@gmail.com">jerimisdom@gmail.com</a>	First full term 6/13
Harmony Packer	Secretary	735 Cherry Hill Dr.	801-785-2936	<a href="mailto:harmonyp@juno.com">harmonyp@juno.com</a>	First full term 6/11
Dustin Phillips	Finance	1728 N 350 W	801-642-3007	<a href="mailto:dustin.phillips@bankaf.com">dustin.phillips@bankaf.com</a>	First full term 6/11
Carl Sederholm	Chairperson	237 S 300 E	801-796-9960	<a href="mailto:csederholm@gmail.com">csederholm@gmail.com</a>	Second full term 6/11
Jeff Wilson	City Council Representative			<a href="mailto:jdwilson@afstores.com">jdwilson@afstores.com</a>	

State Contact to update info : Diana Miller [dlmiller@utah.gov](mailto:dlmiller@utah.gov)

Mayor:  
City Council:

Bruce Call  
Cindy Boyd  
Val Danklef  
Lee Jensen  
Kimberly Robinson  
Jeff Wilson

[bruce@brucecall.com](mailto:bruce@brucecall.com)  
[cindy\\_boyd@hotmail.com](mailto:cindy_boyd@hotmail.com)  
[vdanklef@utah.gov](mailto:vdanklef@utah.gov)  
[groupjensen@comcast.net](mailto:groupjensen@comcast.net)  
[krobinson@pgcity.org](mailto:krobinson@pgcity.org)  
[jdwilson@afstores.com](mailto:jdwilson@afstores.com)



# Pleasant Grove

Utah's City of Trees



May 26, 2010

Director  
Utah State Library  
250 North 1950 West, Suite A  
Salt Lake City, UT 84116-7901

Dear Director,

Pleasant Grove, Utah's City of Trees, is an outstanding place to live, work, and play, and our citizens are committed to helping one another learn and grow. Our city library is the heart of our downtown; it is a place for children and adults alike to participate in reading programs, explore literature, and enjoy the general pursuit of knowledge. We are fortunate to have creative and talented library staff members who endeavor to make every patron's visit a pleasant one.

As our community has grown over the past two decades, we have found an ever-increasing need for more library space. Despite the best efforts of our dedicated employees and board members, our current library building and facilities cannot accommodate the growing demand for quality programs and resources. Every square inch of our current facility is being used. Our children's summer reading programs are bursting at the seams, and we do not have the shelf space for the number of books requested by our adult patrons. Unfortunately, we recognize that our lack of space greatly limits the services we can provide.

A grant from the Utah Department of Community and Culture would help provide our city with the quality library facilities we sorely need, and enable us to meet the high demand for our reading programs. A modern new facility would ensure that as a community, we can continue to develop and promote a lifelong love of reading and learning.

Thank you for your consideration.

Sincerely,

Bruce W. Call  
Mayor, Pleasant Grove City



Pleasant Grove City  
Redevelopment Agency  
**Richard M. Bradford**  
70 South 100 East  
Pleasant Grove, UT 84062  
801-319-7420  
[RichardMBradford@gmail.com](mailto:RichardMBradford@gmail.com)

21 May 2010

Director, Utah State Library Division  
250 North 1950 West, Suite A  
Salt Lake City, UT 84116-7901

Dear Grant Committee Members:

As Director of Economic Development in Pleasant Grove, it is my pleasure to write a letter in support of the Pleasant Grove Library and their grant application titled, "To Learn, To Dream, To Grow: The Pleasant Grove Library."

The Pleasant Grove Library sits at the heart of our community. It serves as a valuable resource for all of our residents and for residents of neighboring communities. The library offers services and resources for every segment of our population. Our population continues to increase and our current library building is too small to accommodate the needs of its patrons. Additionally, the lack of an elevator, main floor bathrooms, and sufficient space for wheel chair maneuverability discourages some residents from using our library.

This project is important to our community because Pleasant Grove is actively working to revitalize our downtown area while preserving its historical heritage. A new library will help us meet both goals. A grant for a larger building will allow the library to meet ADA requirements, acquire seismically sound book stacks, and provide more area for books and media, public computer access, community use rooms, and cultural exhibits. This will help us meet the needs of a growing community, better serve our disabled and senior citizens, preserve our history, and bring more people to our downtown area.

I support the Pleasant Grove Library in their application for this Capital Facilities Grant. I recommend the awarding of this grant to the Pleasant Grove Library for the educational and economic benefits it will bring to the city and citizens of Pleasant Grove. If I may be of any other assistance, please contact me at (801) 785-5045.

Sincerely,

Richard M. Bradford



May 25, 2010

Director, Utah State Library Division  
250 North 1950 West, Suite A  
Salt Lake City, UT 84116-7901

Dear Grant Committee Members:

I am an elected official on the Pleasant Grove City Council. Over the past five years we as a council have been working to provide improved and expanded services for our residents through the construction of a new library. The current library facilities are lacking in meeting the basic needs and safety accommodations for patrons.

Pleasant Grove outgrew its library long ago, and the current building unfortunately was not designed using ADA standards or with input from library professionals. For example, there is no elevator between the floors, only small restrooms in the basement, no place for adults to quietly sit and read, no areas for youth and young adults, no outside book drop off, no wheelchair access, and on and on. These special shortcomings only exacerbate other problems. Over the past 15 years young families have chosen our city and settled here with small children. Today we have the largest number of pre-school and school age children per household in all of the state of Utah, with educated parents who want their children to use the library. The library has done a remarkable job with the younger age groups, but is unable to meet the needs of teens, young adults, and adults in our community.

A Capital Facilities Grant will allow Pleasant Grove to build a new library that meets ADA requirements, provides more area for books and media, expands public computer access, provides adequate office space for staff, provides increased space for community meetings and events, and better serves teens, young adults, and adults. A new library would help us meet the needs of our still growing community.

I support the Pleasant Grove Library in their application for this grant. It would bring significant benefits to the city and the citizens of Pleasant Grove. If you would like to contact me for further information, I can be reached at 801-787-0896.

Sincerely,

Lee G. Jensen  
Pleasant Grove City Council

May 26, 2010

To Whom It May Concern:

With a desire to improve library service to the communities of North Utah County, the libraries in Lehi, Eagle Mountain, Pleasant Grove and American Fork joined to form the North Utah County Library Cooperative (NUCLC) in 2008. The libraries are committed to providing their citizens with enhanced access to all library materials contained within the participating libraries. This reciprocal borrowing agreement has expanded the quality and quantity of library materials to local residents providing greater access to regional collections through shared library technology, shared collection resources, and cooperative collection development.

Funding of library services by each library, by agreement, is to continue as at the time prior to the execution of the inter-local cooperative agreement. During the first year of the existence of the cooperative, the participating libraries have seen an increased load upon their libraries – in new patrons, in demand for their books and materials, and in staff workload. This is expected to only increase with time and the use of the reciprocal borrowing between libraries. To meet the demand for more materials, each library has increased their collection purchases. As more items are purchased, more shelf space is needed to house the materials. Lehi and American Fork have adequate room for expansion and Eagle Mountain has just finished an expansion project. However, Pleasant Grove Library has faced a shortage of storage space for some time and is sorely in need of the room to provide for an expanded collection.

Not only is space for collection storage at Pleasant Grove Library a concern, but adequate space for library programs is also lacking. Children and youth programs designed to promote reading and library use are heavily supported by the community. Overcrowding during story time creates multiple problems for the basic functions of the library and patrons.

In order to honor its commitment to its community and the cooperative, Pleasant Grove Library needs expanded facilities. As fellow members of the NUCLC, we wholeheartedly support Pleasant Grove Library's application for funding to enable expansion of its facilities.

Sheena Parker    American Fork Library Director

Michelle Graves    Eagle Mountain City Library Director

Kristi Seely        Lehi City Public Library Director

Wendy Vincent  
28 S 850 East  
Pleasant Grove, UT 84062  
May 27, 2010

Utah Department of Community and Culture  
State Library Division  
250 N 1950 West  
Salt Lake City, UT 84116

To Whom It May Concern:

I am the president of the Pleasant Grove Arts Commission, and I am writing to express my full support for the Capital Facilities Grant that the Pleasant Grove Library is applying for.

This grant would enable our library to continue its dedicated efforts toward building a new library in Pleasant Grove. Our current library facility is not adequate to meet the needs of our community.

Pleasant Grove is in need of a re-vamping of its downtown area. The citizens desire a new gathering place that represents the people of Pleasant Grove. The Library Board of Trustees is prepared and anxious to fill the needs of the citizens. This group is innovative, motivated and ready to help create this new downtown area with a library that fits our needs.

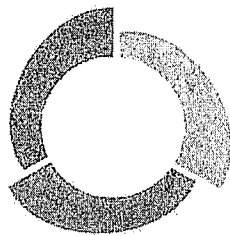
A Capital Facilities Grant for the library would not only benefit the library and the community. It would also help the Arts Commission as we move to improve the downtown area to accommodate a new arts center. This grant would help the development of many good things for our community.

The Arts Commission supports the creative work the library does and the sense of community they offer. The Library Board of Trustees is a worthy and dedicated group. They will maximize this grant to its fullest.

Sincerely,

Wendy Vincent  
Pleasant Grove Arts Commission





PLEASANT GROVE  
BUSINESS ALLIANCE

Partnership • Education • Networking

September 18, 2009

To Whom It May Concern:

It is my pleasure to write a letter in support of the proposal being organization by our library in Pleasant Grove.

The Pleasant Grove Library is a valuable resource that is used by all ages and interests. It is used for pleasure, for education, for resolving. The library has meeting space for community groups an appeal to various interests.

The library has served our business community as a place to meet and business services. We have encouraged our business members library's programs and have appreciated their returned support o

I fully support the efforts of the library as they seek external funds designed to better serve all members and groups of our community help our citizens and businesses become more educated will benefit businesses and the community at large.

Sincerely,

A handwritten signature in dark ink, appearing to be "J. M. C.", followed by three vertical lines.